

Annual Employee Self-Review Form

Evaluation Year: _____ Evaluation Date: _____

Employee Name		Position Start Date	
System/Position Title		Direct Supervisor	
Division/Dept.		PeopleSoft Employee ID#	

The University Mission

Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential. We aspire to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

Annual Performance Review Purpose

The performance review process is intended to be a fair and balanced assessment of an employee's performance. It is an opportunity for employees and those who supervise them to review the performance of the past year, give and receive feedback, clarify job duties and expectations and set goals for the coming year. When the process works well, both parties plan together to build on strengths as well as develop areas needing improvement. Supervisors are encouraged to maintain open lines of communication throughout the year to cultivate effective working relationships. Employees should receive timely feedback in order to develop required knowledge and skills for their position and to be encouraged to excel in their roles at the University of Vermont.

This performance review form is a communication tool designed to support each individual's contribution to the University. It provides a way to recognize good performance as well as to help identify obstacles toward attaining top performance. It will also help identify areas for professional growth and development. It is important to review and document competencies, skills, accomplishments, and goals with reasonable accuracy and consistency. Supervisors are encouraged to use the comments/evidence sections to provide examples of the employee's performance in order to illustrate performance ratings.

The employee and supervisor should review the position description, annual goals, and accomplishments in preparation for the performance review and evaluation discussion. For more information, click [here](#)

The Performance Review Process should include the following steps: